



New Employee Orientation Check Sheet

The following named new employee has been given an induction orientation on the subject specified:

Name of Employee: _____

Department: _____

H.R. FORMS RECEIVED AND/OR SIGNED

_____ Job Description	_____ Drug Policy
_____ Health Insurance Enrollment	_____ Civil Service / Non Civil Service
_____ TMRS- 16 New Member Form	_____ Direct Deposit
_____ Beneficiary Designation	_____ Medical History Questionnaire
_____ W-4 Withholding Certificate	_____ Worker's Compensation Statement
_____ Employment Eligibility Verification-I9	_____ Criminal History Records Check
_____ Emergency Notification Data	_____ DOT Requirements/Procedures*
_____ Open Records Act	_____ Previous Drug Testing History*
_____ Flexible Spending Benefit	_____ Sexual Harassment Policy/Procedures
_____ Driving Record Check*	_____ Discrimination Policy/Procedures
_____ Employee Information Handbook	_____ Acknowledgments

* if applicable

H.R. EXPLANATION OF BENEFITS AND PROCEDURES

Fringe Benefits:

_____ Health/Dental Insurance Programs

_____ Life Insurance

_____ Retirement Program

_____ Vacation

_____ Sick Leave

_____ Holidays

_____ Flexible Spending Benefit

Probationary Period:

_____ Purpose and Length

_____ Performance Evaluation

Promotional Procedures:

_____ Job Announcements

Signature of Employee & Date

Human Resources Representative & Date

DATE ATTENDED: _____

New Employee Orientation

Topics: Employee Assistance Program
Tuition Reimbursement
Deferred Compensation
Community Credit Union
Worker's Compensation
City Council Goals
Employee Newsletter
Benefit Program

Supervisory/Worksite Information – Part 2
Department Orientation

Employee Information

_____ Supervisor
_____ Chain of Command

Job Requirements

_____ Job Description
_____ Working Hours
_____ Overtime Assignment
_____ Standby and Call-back Duty
_____ Personal Appearance/Uniforms
_____ Courtesy Toward Public

Rules and Regulations

_____ Disciplinary Action
_____ Grievance Procedure
_____ Safety/Reporting Accidents
_____ Use of City Tools/Equipment
_____ for Personal Use
_____ Policy and Procedures (City wide)

Administrative Procedures

_____ Absence Reporting
_____ Tardiness
_____ Leave Requests
_____ Lunch and Breaks

Probationary Period

_____ What is Expected
_____ Job Standards to be Met
_____ Evaluation Factors

General Information

_____ Location/Use of Bulletin Boards
_____ Parking
_____ Employee Newsletter

Other Information

Signature of Employee & Date

Signature of Supervisor & Date

Please forward original completed form to Human Resources to be placed in employee's personnel file.

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